



July 2001

Dear Member of Congress:

The Postal Service is pleased to provide this publication to assist your staff and mail service vendor in the preparation of a distinct and commonly used method of official mass mailings by Members of the House of Representatives to their constituents — saturation "Postal Customer" mailings.

This July 2001 edition of the *Guide to House "Postal Customer" Mailings* contains up-to-date rate and procedural information and reflects small increases in postage rates applicable to House "Postal Customer" mailings effective July 1, 2001. A hard copy of this guide is being mailed both to your Washington, D.C., office and to your main district office. Electronic versions are also provided to House Postal Operations and the House Franking Commission for posting on their intranet sites.

Along with assisting you and your office on Postal Service-related legislative and public policy issues and constituent casework, your Postal Service Government Relations representative is available to help with your "Postal Customer" mailings or other types of mass mailings. This includes helping plan these mailings and alerting our field personnel of their date of deposit into the mailstream and expected arrival at Post Offices for delivery.

The name and telephone number of your Postal Service Government Relations representative may be found on the back of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas J. Edwards".

Thomas J. Edwards
Manager, Government Liaison

Postal Service Government Relations Representatives

If you have questions or need assistance with any aspect of your “Postal Customer” mailings, please contact your Postal Service Government Relations representative.

See the table below for the Postal Service Government Relations representatives for all 50 states, the District of Columbia, and various U.S. territories. You can contact any of our representatives by fax at 202-268-3775 or 202-268-4977.

Postal Service Government Relations Representatives

State/Territory	Representative	Telephone	State/Territory	Representative	Telephone
Alabama	Laurie Solnik	202-268-3743	Montana	Jennifer Alvarez	202-268-7839
Alaska	Jennifer Alvarez	202-268-7839	Nebraska	Sheila Meyers	202-268-7505
American Samoa	Jennifer Alvarez	202-268-7839	Nevada	Jennifer Alvarez	202-268-7839
Arizona	Renee Gadson	202-268-7217	New Hampshire	(Vacant)	202-268-3616
Arkansas	Judy Principe	202-268-3744	New Jersey	(Vacant)	202-268-3616
California	Bill Weagley	202-268-3745	New Mexico	Renee Gadson	202-268-7217
Colorado	Renee Gadson	202-268-7217	New York	Kathy Sitterle	202-268-6027
Connecticut	(Vacant)	202-268-3616	North Carolina	Jim Quirk	202-268-8468
Delaware	(Vacant)	202-268-3616	North Dakota	Sheila Meyers	202-268-7505
District of Columbia	Rebecca Sumner	202-268-3755	Ohio	Faith Beamon	202-268-3754
Florida	Laurie Solnik	202-268-3743	Oklahoma	Judy Principe	202-268-3744
Georgia	Jim Quirk	202-268-8468	Oregon	Jennifer Alvarez	202-268-7839
Guam	Jennifer Alvarez	202-268-7839	Pennsylvania	Rebecca Sumner	202-268-3755
Hawaii	Jennifer Alvarez	202-268-7839	Puerto Rico	Kathy Sitterle	202-268-6027
Idaho	Jennifer Alvarez	202-268-7839	Rhode Island	(Vacant)	202-268-3616
Illinois	Cynthia Puryear	202-268-3750	South Carolina	Jim Quirk	202-268-8468
Indiana	Rebecca Sumner	202-268-3755	South Dakota	Sheila Meyers	202-268-7505
Iowa	Sheila Meyers	202-268-7505	Tennessee	Jim Quirk	202-268-8468
Kansas	Renee Gadson	202-268-7217	Texas	Judy Principe	202-268-3744
Kentucky	Faith Beamon	202-268-3754	Utah	Renee Gadson	202-268-7217
Louisiana	Judy Principe	202-268-3744	Vermont	Kathy Sitterle	202-268-6027
Maine	Kathy Sitterle	202-268-6027	Virgin Islands	Kathy Sitterle	202-268-6027
Maryland	Rebecca Sumner	202-268-3755	Virginia	Faith Beamon	202-268-3754
Massachusetts	(Vacant)	202-268-3616	Washington	Jennifer Alvarez	202-268-7839
Michigan	Cynthia Puryear	202-268-3750	West Virginia	Faith Beamon	202-268-3754
Minnesota	Sheila Meyers	202-268-7505	Wisconsin	Cynthia Puryear	202-268-3750
Mississippi	Laurie Solnik	202-268-3743	Wyoming	Renee Gadson	202-268-7217
Missouri	Sheila Meyers	202-268-7505			

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1 Introduction

This guide is designed to assist Members of the House of Representatives with saturation ("Postal Customer") mailings, a distinct and commonly used method of official mass mailing to constituents. It explains how presorted, simplified address Standard Mail mailings (also referred to as "saturation" or "Postal Customer" mailings) must be prepared. "Postal Customer" mailings weighing less than 16 ounces are part of the Standard Mail classification.

This guide can be used in setting up contracts with vendors as it outlines all the procedures necessary for presenting mail at any Post Office. These instructions do not supersede any regulations in the *Domestic Mail Manual* (DMM). If there is any difference, the DMM takes precedence. Vendors are expected to be familiar with all current mailing standards and regulations.

The DMM is available in hard copy subscriptions through the Superintendent of Documents, U.S. Government Printing Office, or online through Postal Explorer at <http://pe.usps.com>. Additional Postal Service–related information is available on the Postal Service's Web site at www.usps.com.

2 Definitions

Saturation Walk-Sequence — presorted mailings sent to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route.

Simplified Address Mailings — mailpieces without individual names and addresses for general distribution to all postal customers, all Post Office boxholders, all residential customers, or all business customers within a congressional district.

Priority Mail Drop Shipment — a service that, for an additional charge, expedites the delivery of presorted Standard Mail by providing First-Class Mail service to the Postal Service's local Sectional Center Facility or the local Post Office of delivery.

Sectional Center Facility (SCF) — a Postal Service facility that serves as the processing and distribution center (P&DC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range. For example, SCF Northern Virginia is a facility serving the 3-digit ZIP Code prefixes 220-223.

3 Basics

A. Minimum Requirements for All Mail

All mail must meet minimum size standards to be mailable:

1. All mailpieces must be at least 0.007 inch thick.
2. All mailpieces that are 1/4 inch thick or less must be:
 - (a) Rectangular in shape.
 - (b) At least 3-1/2 inches high.
 - (c) At least 5 inches long.

Pieces less than 3-1/2 inches in height and 5 inches in length cannot be accepted by Postal Service personnel.

B. Dimensions for Letter-Size Mail and Flat-Size Mail

Mailpieces equal to or surpassing the minimum dimensions are defined by Postal Service processing categories. Standard Mail House of Representative mass mailings are either letter-size or flat-size. The size and the weight of the mailpiece determine the processing category. Material entered as Standard Mail must weigh less than 16 ounces.

1. Letter-Size Mail

Exhibit 3-B.1 lists the minimum and maximum dimensions for letter-size mail.

Exhibit 3-B.1

Dimensions for Letter-Size Mail

	Minimum	Maximum
Height	3-1/2 inches	6-1/8 inches
Length	5 inches	11-1/2 inches
Thickness	0.007 inch	0.250 inch (i.e., 1/4 inch)

2. Flat-Size Mail (Enhanced Carrier Route Saturation Mailings)

A flat-size mailpiece is one that exceeds one or more of the maximum dimensions for letter-size mail listed in Exhibit 3-B.1, without exceeding the maximum dimensions for flat-size mail listed in Exhibit 3-B.2.

Exhibit 3-B.2

Maximum Dimensions for Flat-Size Mail

	Maximum
Height	11-3/4 inches
Length	14 inches
Thickness	0.750 inch (i.e., 3/4 inch)

Note: The postage rates for letters are lower than those for flats.

C. Mailpiece Design

1. **Size**

The size and design of a mailpiece will affect the cost and effective handling of a mailing. Letter-size pieces require less postage. Also, letter-size mailpieces are prepared in trays, which provide greater stability than sacks for presort bundles during transportation to the destination Post Office.

2. **Address Format**

The following address format is used for "Postal Customer" simplified address mailings:

POSTAL CUSTOMER*
(#) CONGRESSIONAL DISTRICT
(STATE)

* Address options: "POSTAL CUSTOMER" if the mail is for delivery to all customers; "RESIDENTIAL CUSTOMER" if the mail is for delivery to residential customers only; or "BUSINESS CUSTOMER" if the mail is for delivery to business customers only.

3. **Rate Markings**

All Standard Mail presorted mailings must be marked "Presorted Standard" (or "PRSRT STD") either directly below or to the left of the frank and "M.C." abbreviation. Saturation walk-sequence ("Postal Customer") mailpieces must also be marked "ECRWSS" in either the same area or directly above the address.

4 **Mailing Locations**

A. In the Home District

Standard Mail presorted mailings contracted to vendors in or near the Member's home district will be prepared using simplified addressing and saturation walk-sequencing as defined in Section 2.

B. In the Washington Area

Mailings entered in the Washington, DC area will be prepared using simplified addressing and saturation walk-sequencing as defined in Section 2. The use of Priority Mail drop shipment expedites the mail to SCFs or delivery offices in the Member's home district. This saves time and, because less individual handling is involved, often costs less than Standard Mail entry without Priority Mail drop shipment. Priority Mail rates apply to bulk shipments of the mail to the Member's home district entry point.

5 Postage and Fees

A. Standard Mail

The lowest rates for Standard Mail are for Enhanced Carrier Route saturation mailings ("Postal Customer").

Saturation walk-sequence letter-size mailings are \$.145 per piece.

If the mail is entered directly into the SCF of delivery, a transportation savings discount lowers the cost to \$.121 per piece.

If the mailing is prepared in the Member's home district, the vendor must deposit the mail at SCFs for the \$.121 piece rate. If the mailing is prepared in Washington, DC, use of Priority Mail drop shipping will allow the \$.121 piece rate (in addition to the Priority Mail postage).

B. Postage Rates and Speed of Delivery

Standard Mail entered outside the Member's home district will be transported by normal surface transportation. However, if there is a short time frame requirement for delivery of the mailing, Priority Mail drop shipment should be considered because it uses an expedited network to get the mail to the Member's home district. Priority Mail drop shipment carries an additional postage cost determined by the distance from the point of entry into the mailstream to the delivery point and the weight of each sack mailed. The following subsections discuss the options, which are illustrated in Exhibit 5-B.

1. **Mailing Entered in Home District**

The postage for a 100,000-piece mailing entered at the Enhanced Carrier Route saturation walk-sequence rate is \$14,500. The same 100,000-piece mailing entered at the Enhanced Carrier Route saturation walk-sequence rate but claiming an SCF entry discount would cost \$12,100. This is a savings of \$2,400. The savings, however, could be offset by the transportation costs to the SCFs charged by the vendor in the Member's home district.

2. **Mailing Entered in Washington, DC Area**

The 100,000 pieces entered at the Enhanced Carrier Route saturation walk-sequence rate and claiming an SCF entry discount would cost \$12,100 *plus* the additional cost of Priority Mail drop shipment, which would be used to expedite mail to the Member's home district. The distance from Washington, DC to the Member's home district and the weight of the sacks determine the additional cost of Priority Mail. Appendix A lists single-piece Priority Mail rates in effect as of July 1, 2001.

Exhibit 5-B

Comparison of Mailing Costs

Entry Point	Pieces	ECRWSS Rate	SCF Discount	Total
Home District	100,000	\$14,500	—	\$14,500
Home District	100,000	\$14,500	<\$2,400> <i>plus</i> transportation costs charged by the vendor	\$12,100 <i>plus</i> transportation costs charged by the vendor
Washington, DC	100,000	\$14,500	<\$2,400> <i>plus</i> Priority Mail drop shipment costs	\$12,100 <i>plus</i> Priority Mail drop shipment costs

C. Fees

The House is assessed a one-time permit imprint fee (\$125 as of January 7, 2001) and a yearly Presort Standard Mail fee (\$125 as of January 7, 2001) by each Post Office of mailing when the first House Member presents a presorted mailing at that Post Office. These fees are not collected at the Post Office where this first mailing is presented, but are billed to the House (not the individual Member) through the Official Mail Accounting System (OMAS).

6 Permit Imprint Accounts

A. Outside the Washington, DC Area

Members or their vendors must submit PS Form 3615, *Mailing Permit Application and Customer Profile*, to the entry Post Office either at the time of, or preferably prior to, the presentation of the first franked mailing. The Member or staff must sign this form — the vendor may *not* sign it. In all cases the permit number is G-300. The G-300 permit imprint number and the Member's Federal Agency Cost Code number must also be included on the postage statement submitted with the mailing (see Appendix B for sample postage statements).

B. In the Washington, DC Area

This account is already established at the four Washington, DC area facilities listed in Exhibit 11-B. There is no need to submit PS Form 3615 at those facilities. However, if Members or their vendors submit mailings at other facilities in the Washington, DC area, they will have to submit PS Form 3615 to those facilities, following the procedures listed in Section 6-A.

7 Materials Furnished to Vendor by the Congressional Office

A. Printed Mailpieces

All Standard Mail presorted mailings must be marked "Presorted Standard" (or "PRSRT STD") either directly below or to the left of the frank and "M.C." abbreviation. Saturation walk-sequence ("Postal Customer") mailpieces must also be marked "ECRWSS" in either the same area or directly above the address.

B. Facing Slips

Members may elect to use facing slips supplied in electronic form by House Postal Operations (B227 Longworth, 202-225-4355), or have these developed by their vendors. Exhibit 7-B.1 shows the format for the supplied slip.

Exhibit 7-B.1

Facing Slip Format

Destination City, State, ZIP Code
STD LTRS Carrier Route # ____
Origin City, State, ZIP Code
ECRWSS ¹
RESIDENTIAL STOPS ONLY ²
CONGRESSIONAL DISTRICT # ____
PIECES 342 ³

- 1 "ECRWSS" is optional on the facing slip but is required on each mailpiece either in the postage area or directly above the address.
- 2 Other Address Options: "RESIDENTIAL CUSTOMERS" if the mail is for delivery to residential customers only; "BUSINESS STOPS" or "BUSINESS CUSTOMERS" if the mail is for delivery to business customers only; "POSTAL CUSTOMER" if the mail is for delivery to all customers.
- 3 Reflects the exact number of pieces in a bundle or tray — the exact piece count must be shown unless the package contains 50 pieces (if the exact count is 50, that number can still be shown). These supplied facing slips will show the total deliveries for the carrier route. For mailings prepared in trays, this facing slip must be placed at the front of the tray whenever there is enough mail for the same carrier route to fill a tray.

The information necessary for the completion of the slip is provided in the Congressional District Deliveries Report (see Section 7-C).

Exhibit 7-B.2 shows a sample facing slip.

Exhibit 7-B.2

Sample Facing Slip

Calhoun TN 37309
STD LTRS
Washington DC 20066
Carrier Route # R001
ECRWSS
RESIDENTIAL STOPS ONLY
CONGRESSIONAL DISTRICT #02
PIECES 50

C. Congressional District Deliveries Report

The Congressional District Deliveries Report can be obtained through House Postal Operations at 202-225-4355 or ordered online through the House Postal Operations web site. This report details the carrier route delivery statistics by Post Offices and ZIP Codes serving congressional districts. House offices should review this report carefully prior to ordering the printing of their mailing and should contact their Postal Service Government Relations Representative with any questions about the contents. The mailing must be submitted to the Postal Service Business Mail Entry Unit accompanied by a Congressional District Deliveries Report prepared no more than 90 days before the mailing.

D. Federal Agency Cost Code

This is the Member's five-digit cost code number and must be entered on the postage statement.

8 Materials Furnished to Vendor by the Postal Service

Vendors are responsible for giving the Postal Service sufficient notice to gather and provide them with the supplies necessary for congressional mailings. This should not be a problem for vendors experienced in preparing presorted rate mailings.

A. Standard Mail

The following supplies are necessary for Standard Mail:

1. Mailing sacks or trays.
2. Sack or tray labels.
3. Tag 11, *Congressional Mail*.
4. Rubber bands.
5. Blank postage statements (PS Form 3602-R or PS Form 3602-RV).

B. Priority Mail Drop Shipment

The following supplies are necessary for Priority Mail drop shipment:

1. Orange Priority Mail sacks.
2. Sack or tray labels.
3. Tag 159, *Priority Mail Drop Shipment* (for mail in sacks).
4. Blank postage statements (PS Form 3600-PM).
5. Label 23, *Priority Mail Drop Shipment* (for mail in trays).

9 Standard Mail Preparation

A. Packaging

"Postal Customer" mailings must be prepared in packages of 50 so far as practicable, except when mailing enough letter-size pieces to fill a tray for the same carrier route destination. Letter-size pieces are prepared in packages that are not more than 4 inches thick.

B. Facing Slips

Each package or full tray for the same carrier route must have a facing slip. For these full trays, a facing slip must be placed at the front of the tray. This slip must show the number of pieces in the tray. The facing slip on packages must show the actual number of pieces in the package. Packages containing 50 pieces do not require any piece count on the slip. See Section 7-B for the information that must be included on facing slips.

C. Trays or Sacks

All letter-size pieces must be placed in trays; all flat-sized pieces must be placed in sacks. "Postal Customer" mailings must be prepared as carrier route mailings.

Place each carrier route letter-size package in a carrier route tray (mail for only one particular carrier route) or a 5-digit carrier routes tray (mail for two or more routes in one 5-digit ZIP Code area) or a 3-digit carrier routes tray (mail for two or more 5-digit ZIP Codes within the same 3-digit area).

Place each carrier route flat-size package in a carrier route sack (mail for only one particular carrier route) or a 5-digit carrier routes sack (mail for two or more routes in one 5-digit ZIP Code area) or a 5-digit/scheme carrier routes sack (mail for two or more 5-digit ZIP Codes served by a single delivery unit). Carrier route sacks are required at 125 pieces or 15 pounds of flats for saturation walk-sequence rates.

D. Labels

1. **Carrier Route Tray**

Exhibit 9-D.1 shows the format for carrier route tray labels.

Exhibit 9-D.1

Carrier Route Tray Label Format

Destination City, State, ZIP Code STD LTRS* ECRWSS CARRIER ROUTE # ORIGIN CITY, STATE, ZIP CODE

* The #3 sack labels (for flat-size mail only) contain the abbreviation "FLTS" instead of "LTRS."

2. **5-Digit Carrier Routes Tray**

Exhibit 9-D.2 shows the format for 5-digit carrier routes tray labels.

Exhibit 9-D.2

5-Digit Carrier Routes Tray Label Format

Destination City, State, ZIP Code STD LTRS* CR-RTS ORIGIN CITY, STATE, ZIP CODE

* The #3 sack labels (for flat-size mail only) contain the abbreviation "FLTS" instead of "LTRS."

E. Tag 11, Congressional Mail

Use Tag 11, *Congressional Mail*, on all sacks or trays for congressional mail. When mail is trayed, attach Tag 11 near the label holder at the end of each tray.

10 Priority Mail Drop Shipment Mailings

A. Preparation

1. **Letter-Size Pieces**

Priority Mail drop shipments of letter-size mailpieces in trays may be prepared in either of the following two ways:

1. Place strapped trays in orange Priority Mail sacks. Complete Tag 159 and attach it to the orange sack (see Appendix C for an illustration of Tag 159). The total weight of a Priority Mail sack may not exceed 70 pounds.
2. Affix Label 23 to the tray sleeve (see Appendix D for an illustration of Label 23). Two trays of identical size may be bundled together as long as each individual tray has been strapped. Bundled trays must be strapped securely around the length of the two trays. The total weight of the trays may not exceed 70 pounds.

2. **Flat-Size Pieces**

Place packages of flat-size mailpieces, contained in gray sacks, inside orange Priority Mail sacks. Complete Tag 159 and attach it to the orange sack (see Appendix C for an illustration of Tag 159).

3. **Sack Labels**

The sack label for the orange Priority Mail sack and the sack label affixed to Label 23 must be barcoded. These labels can be obtained with sufficient notice from the local Post Office.

B. Postage Payment

On a Priority Mail drop shipment mailing with postage applied by frank or penalty mail permit imprint, the vendor must use a manifesting system to account for the postage for each sack or tray. (In this context, the term "tray" may refer to two trays strapped together, as discussed in Section 10-A.1.2.) Manifesting is the accepted industry method of entering nonidentical permit imprint mailings and allows for the use of a computer system that automatically transmits the weight information from a scale to the computer system to document the postage for each sack or tray. The recommended format for the manifest and summary page is in Appendix E.

Each sack or tray is identified with a unique number. The identification number, weight, and postage are reflected on the manifest. Off-the-shelf manifesting systems are readily available from private companies. A list of known companies appears in Appendix F.

Complete PS Form 3600-PM, *Postage Statement – Priority Mail – Permit Imprint*, using the totals from the manifest with G-300 filled in as the permit number.

Attach Tag 159 or Label 23 to each Priority Mail sack or tray, respectively, showing either the Member's frank or the permit imprint in the postage area, as shown in Exhibit 10-B.

Exhibit 10-B

Member's Permit Imprint

Priority Mail Postage and Fees Paid House of Representatives U.S. Congress Permit No. G-300

Note: Express Mail drop shipments by House Members may not be paid for under the Official Mail Accounting System (OMAS).

11 For All Mailings

A. Postage Statements

The following information is necessary for each postage statement (PS Forms 3602-R or 3600-PM):

1. Post office of mailing, including ZIP Code.
2. Date of mailing.
3. **Permit No. G-300.**
4. **Federal Agency Cost Code** (the Member's unique five-digit cost code number).
5. The name and address of the Member in the "Permit Holder's Name and Address" block.
6. The vendor's name and address in the "Name and Address of Mailing Agent" block.
7. All required piece, weight, and postage computation information on both sides of the forms.
8. Signature and telephone number of the mailing agent (the vendor or staffer who is presenting the mailing).

If a receipt is required, submit the form in duplicate.

Note: Items 3 and 4 above are highlighted because their use is critical to USPS tracking and billing activities. Postal Service personnel will enter these postage statements in the USPS Official Mail Accounting System (OMAS) program. OMAS then automatically sorts these mailings as "House" mailings (identified through the use of the G-300 permit number), then by individual Member (based on the correct five-digit cost code). This allows the Postal Service to report the mailing activity to the correct Member on the monthly House Franked Mail Activity Reports.

B. Entry Times in the Washington, DC Area

Vendors are to deposit mailings at one of the facilities listed in Exhibit 11-B no later than the time specified.

Exhibit 11-B

Deposit Times for Priority Mail Drop Ship Bulk Mailings

Facility	Time
Northern Virginia 8409 Lee Hwy Merrifield VA 22081 703-698-6480	8 PM
Southern Maryland 9201 Edgeworth Dr Capitol Heights MD 20790 301-499-7320	8 PM
Suburban Maryland 16501 Shady Grove Rd Gaithersburg MD 20898 301-670-6009	7 PM
Washington, DC 900 Brentwood Rd NE Washington DC 20066 202-636-1581	7 PM

Note: These times are in effect as of January 7, 2001, and are subject to change.

12 Suggestion for the Vendor Contract

Although vendors are expected to be familiar with all current mailing standards and regulations, each contract should require the vendor to produce mailings in compliance with the *Domestic Mail Manual* (DMM). Also, sections 5, 6, 9, and 10 of this publication can be used as guides, but if there are any differences between the DMM and this guide, the DMM takes precedence.

Appendix A

Single-Piece Priority Mail Rates

The single-piece Priority Mail rates listed in the following table are in effect as of July 1, 2001.

Note: The "Weight (pounds)" column indicates "Weight Not Over (pounds)." Under "Zone," the "L" stands for "Local."

Weight (pounds)	Zone						Weight (pounds)	Zone					
	L,1,2,3	4	5	6	7	8		L,1,2,3	4	5	6	7	8
1	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50	36	\$18.85	\$26.25	\$30.25	\$36.75	\$41.05	\$53.90
2	3.95	3.95	3.95	3.95	3.95	3.95	37	19.25	26.95	31.05	37.70	42.10	55.35
3	5.20	5.20	5.20	5.20	5.20	5.20	38	19.65	27.55	31.80	38.70	43.15	56.80
4	6.45	6.45	6.45	6.45	6.45	6.45	39	20.05	28.25	32.60	39.65	44.20	58.25
5	7.70	7.70	7.70	7.70	7.70	7.70	40	20.45	28.95	33.40	40.60	45.25	59.70
6	8.10	8.30	8.35	8.50	9.55	10.40	41	20.85	29.55	34.15	41.55	46.30	61.15
7	8.40	8.90	9.00	9.30	10.60	11.85	42	21.25	30.25	34.90	42.45	47.40	62.60
8	8.50	9.50	9.65	10.10	11.65	13.30	43	21.65	30.90	35.70	43.45	48.45	64.05
9	8.65	10.10	10.30	10.90	12.70	14.75	44	22.05	31.55	36.50	44.40	49.55	65.50
10	8.75	10.65	10.95	11.80	13.75	16.20	45	22.45	32.25	37.25	45.35	50.60	66.95
11	9.00	11.25	11.60	12.80	14.80	17.65	46	22.85	32.90	38.00	46.30	51.65	68.40
12	9.25	11.85	12.25	13.75	15.85	19.10	47	23.25	33.55	38.80	47.30	52.75	69.85
13	9.65	12.45	12.90	14.75	16.90	20.55	48	23.65	34.25	39.60	48.25	53.80	71.30
14	10.05	13.05	13.55	15.70	17.95	22.00	49	24.05	34.90	40.35	49.20	54.90	72.75
15	10.45	13.65	14.20	16.65	19.00	23.45	50	24.45	35.55	41.15	50.15	55.95	74.20
16	10.85	14.25	14.85	17.60	20.05	24.90	51	24.85	36.25	41.90	51.10	57.00	75.65
17	11.25	14.85	15.50	18.60	21.10	26.35	52	25.25	36.90	42.70	52.10	58.05	77.10
18	11.65	15.45	16.30	19.55	22.15	27.80	53	25.65	37.55	43.45	53.05	59.10	78.55
19	12.05	16.05	17.05	20.50	23.20	29.25	54	26.05	38.20	44.25	53.95	60.15	80.00
20	12.45	16.65	17.85	21.40	24.25	30.70	55	26.45	38.90	45.05	54.90	61.20	81.45
21	12.85	17.25	18.60	22.40	25.30	32.15	56	26.85	39.55	45.80	55.90	62.25	82.90
22	13.25	17.85	19.35	23.35	26.35	33.60	57	27.25	40.20	46.55	56.85	63.30	84.35
23	13.65	18.45	20.15	24.30	27.40	35.05	58	27.65	40.90	47.35	57.80	64.35	85.80
24	14.05	19.05	20.95	25.25	28.45	36.50	59	28.05	41.55	48.15	58.75	65.40	87.25
25	14.45	19.65	21.75	26.25	29.50	37.95	60	28.45	42.20	48.95	59.75	66.45	88.70
26	14.85	20.25	22.45	27.20	30.55	39.40	61	28.85	42.90	49.65	60.70	67.50	90.15
27	15.25	20.85	23.25	28.15	31.60	40.85	62	29.25	43.50	50.45	61.65	68.55	91.60
28	15.65	21.45	24.05	29.10	32.65	42.30	63	29.65	44.20	51.25	62.60	69.60	93.05
29	16.05	22.05	24.85	30.05	33.70	43.75	64	30.05	44.90	52.05	63.60	70.65	94.50
30	16.45	22.65	25.60	31.05	34.75	45.20	65	30.45	45.50	52.75	64.50	71.70	95.95
31	16.85	23.25	26.35	31.95	35.80	46.65	66	30.85	46.20	53.55	65.45	72.75	97.40
32	17.25	23.85	27.15	32.90	36.85	48.10	67	31.25	46.90	54.35	66.40	73.80	98.85
33	17.65	24.45	27.95	33.85	37.90	49.55	68	31.65	47.50	55.15	67.35	74.85	100.30
34	18.05	25.05	28.70	34.80	38.95	51.00	69	32.05	48.20	55.90	68.35	75.90	101.75
35	18.45	25.65	29.50	35.80	40.00	52.45	70	32.45	48.90	56.65	69.30	76.95	103.20

Appendix B

Sample Postage Statements

Included in this appendix are samples of PS Form 3602-R, *Postage Statement – Standard Mail Letters and Flats – Permit Imprint* (page 1 of 2), and PS Form 3600-PM, *Postage Statement – Priority Mail – Permit Imprint*.

United States Postal Service				Post Office: Note Mail Arrival Time	
Postage Statement — Standard Mail Letters and Flats					
Permit Imprint					
For pieces subject to the residual shape surcharge, use Form 3602-RS					
Mailer Information Permit Holder's Name and Address, and Email Address If Any Rep. J. DOE U.S. HOUSE OF REPRESENTATIVES WASHINGTON DC 20515 CAPS Cust. Ref. ID:		Telephone 000-0000		Name and Address of Mailing Agent (if other than permit holder): ABC MAILERS 1 MAIN ST. FAIRFAX VA 22031 Telephone 132-4567	
Post Office of Mailing Merrifield VA 22116 Permit No. G-300		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820)		Mailing Date 07/02/2001 Federal Agency Cost Code 12345	
For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		Weight of a Single Piece 0.0130 pounds		Total Pieces 72000 Total Weight 936	
For Automation Letters and Flats		Total From Part A (On reverse)			
For Presorted Letters and Flats		Total From Part B (On reverse)			
For Enhanced Carrier Route (ECR) Pieces		Sequencing Date: 06/01/2001		Total From Part C (On reverse) 8712.00	
For All Other Pieces		Total From Part D (On reverse)			
Postmaster: Report total postage in AIC 130.		Total Postage (Add lines above) → 8712.00			
For USPS Use Only: Additional Postage Payment (State reason)					
Postmaster: Report total adjusted postage in AIC 130.		Total Adjusted Postage (Add additional postage to total postage) →			
The signature of a mailer certifies that he or she will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that he or she is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)					
I hereby certify that all information furnished on this form is accurate, truthful, and complete; that this mailing meets all applicable CASS/MASS standards, including but not limited to those for completion of PS Form 3553 and address and barcode accuracy; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.					
I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage delinquency incurred) John Smith					
Telephone 132-4567					
Weight of a Single Piece 0 pounds		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Pieces Total Weight		If "Yes," Reason			
Total Postage		Round Stamp (Required)			
Check One (if applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailer Notified		Contact	
By (Initials)					
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.					
Verifying Employee's Signature		Verifying Employee's Name		Time AM PM	

PS Form 3602-R, July 2001 (Page 1 of 2)

This form available at www.usps.com

United States Postal Service Postage Statement — Priority Mail Permit Imprint				Post Office: Note Mail Arrival Time	
Permit Holder's Name and Address, and Email Address If Any		Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
Rep. J. Doe U. S. HOUSE OF REPRESENTATIVES WASHINGTON DC 20515 CAPS Cust. Ref. ID		000-0000	ABC MAILERS 1 MAIN ST. FAIRFAX VA 22031	132-4567	
Dun & Bradstreet No.		Processing Category (DMM C050)	Mailing Date	Federal Agency Cost Code	Dun & Bradstreet No.
Post Office of Mailing		<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	07/02/2001	12345	Statement Seq. No.
Permit No.		Weight of a Single Piece	Total Pieces		Number of Containers
G-300		NONIDENTICAL pounds	75		
Separation Method: All pieces must be separated by zone when presented for acceptance unless all the pieces are in a weight category for which the rate does not vary by zone (5 pounds or less) or the postage is reported under an MMS					
Zone		Number of Pieces	x	Rate	Totals
Unzoned (Up to 5 pounds)					
Local, 1, 2, & 3					
4					
5		75			1691.25
6					
7					
8					
Pieces from Standard Mail					
Totals		75			1691.25
For Special Services and Other Fees			Total From Attached Form 3540-S		
Postmaster: Report total postage in AIC 237			Total Postage (Add two lines above) → 1691.25		
<p>The signature of a mailer certifies that he or she will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that he or she is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>I hereby certify that all information furnished on this form is accurate, truthful, and complete; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p> <p>I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).</p>					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)				Telephone	
John Smith				132-4567	
Weight of a Single Piece		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
pounds		If "Yes," Reason			
Total Pieces	Total Weight				
Total Postage					
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation; and (3) proper completion of postage statement.		Date Mailer Notified	Contact	By (Initials)	
Verifying Employee's Signature		Verifying Employee's Name	Time	AM	PM

PS Form 3600-PM, January 2001 (Page 1 of 1) This form available at www.usps.com

Appendix C

Tag 159, Priority Mail Drop Shipment

Included in this appendix is a copy of Tag 159, *Priority Mail Drop Shipment*, which is used for sacks of mail.

PS TAG 159 TAG NOT REUSABLE		January 2001 PLEASE DESTROY
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**PRIORITY
MAIL**
UNITED STATES POSTAL SERVICE®

DROP SHIPMENT
CLASS MAIL ENCLOSED
OPEN AND DISTRIBUTE AT:

POSTAGE AREA:

Postmark

Postage paid; presort and preparation verified by:

Signature of Origin Bulk Mail Acceptance Clerk
Not Valid Unless Signed and Postmarked

Appendix D

Label 23, Priority Mail Drop Shipment

Included in this appendix is a copy of Label 23, *Priority Mail Drop Shipment*, which is used for *trays* of mail.

Label 23, September 1998

PRIORITY MAIL
UNITED STATES POSTAL SERVICE
DROP SHIPMENT

Align With Sides of Tray

Indicate Class of Mail Enclosed:
☐ First-Class – OPEN & DISTRIBUTE with Preferential Mail
☐ Periodicals – OPEN & DISTRIBUTE with Preferential Mail
☐ Standard Mail A – OPEN & DISTRIBUTE with Bulk Business Mail

POSTAGE

Two trays may be bundled together using these guidelines:
 • Label must be affixed well-wise to the top tray prior to shipping.
 • Total weight of trays may not exceed 70 pounds.
 • Bundled trays must be strapped securely.

DO NOT SEPARATE – PROCESS BUNDLE AS ONE PACKAGE
 ☐ Tray only ☐ 2 trays bundled

NO NOT SEPARATE – PROCESS BUNDLE AS ONE PACKAGE
 ☐ Tray only ☐ 2 trays bundled

Align With Sides of Tray

Tray Label

Place D & R ACT Tag Here

Drop Ship – OPEN AND DISTRIBUTE

DO NOT SEPARATE – PROCESS BUNDLE AS ONE PACKAGE
 ☐ Tray only ☐ 2 trays bundled

Appendix E

Sample Itemized Manifest Listing for Priority Mail Drop Shipments

Included in this appendix is a sample of an itemized manifest listing and summary page for Priority Mail drop shipments, using the recommended format.

Mailer's Name & Address AAA Mailing 1000 Main St Anytown VA 12345	Post Office of Mailing Anytown VA 22901	Date of Manifest 07/02/2001
Permit Number G-300 12345 (Fed Agency Cost Code) Representative_____		Class of Mail Priority

	Piece ID Number	Weight	Postage	Cumulative Total
	1234	21	\$22.40	\$22.40
	1357	22	23.35	45.75
	1358	5	7.70	53.45
	1359	8	10.10	63.55
	1579	11	12.80	76.35
	1581	13	14.75	91.10
	1582	65	64.50	155.60
	1585	35	35.80	191.40
	↓	↓	↓	↓
	↓	↓	↓	↓
Page Totals	25	480	632.50	632.50
Cumulative Totals	25	480		

Manifest Summary Page

	Zones	Number of Pieces	Weight (lbs)	Postage
	Unzoned	0	0	0
	Local 1, 2, & 3	0	0	0
	4	0	0	0
	5	0	0	0
	6	219	3082	6142.70
	7	0	0	0
	8	0	0	0
Totals		219	3082	6142.70

Appendix F

Manifesting Hardware/Software Vendors

Ascom Hasler Mailing Systems	800-237-9154
Harvey Software Inc.	800-231-0296
Intrepa, LLC	219-247-1570
Kewill	877-872-2379
MOS International Inc.	714-754-7841
Neopost	510-489-6800
PIC Professionals	314-522-4949
Scandata Systems	614-766-6622
Tandata Corp	918-499-2800
Tanner Technology Sys LLC	904-296-3551
Transcape, a Pitney Bowes Co.	800-885-6226
V-Technologies	800-482-4016
Window Book Inc.	800-370-2410
Yantra Corporation	978-795-1277